

BOARD OF ZONING ADJUSTMENT

INFORMATION CHANGES FREQUENTLY; PLEASE CHECK [ATLANTAGA.GOV](https://atlantaga.gov) FOR UPDATES AND CURRENT ADVISORIES

IMPORTANT HEARING DATES

The Board of Zoning Adjustment will begin holding public hearings virtually starting August 2020. Please note:

- The Board will be working through the backlog of applications received since the closure of City Hall. Staff will inform applicants of their assigned meeting date.
- There will be weekly meetings dependent on the quorum of the Board members until we can realign with our published [2020 hearing schedule](#). For the most up to date schedule information, visit the [Board of Zoning Adjustment website](#).

APPLICATION PROCESS

1. Applicant will create applications using the [Accela Citizen Access \(ACA\) portal](https://aca-prod.accela.com/ATLANTA_GA): https://aca-prod.accela.com/ATLANTA_GA. ACA step-by-step instructions follow in the reference information.
 - a. Accounts are required for submittals.
 - b. Digital Submissions - Online Applications are listed under the Planning tab.
 - c. All fields will need to be entered in the online application for intake and BZA review.
 - d. All applications, plans and supporting materials should be in **PDF format**, to a noted scale, and using the DCP naming convention provided in the following reference materials.
 - e. Applicants can **select Board of Zoning Adjustment** as their chosen application type.
 - f. An Accela record with the prefix PLN-online will be created. This does not constitute a complete application as staff will conduct a completeness check.
 - g. Applications received after 5:00pm will be considered as the date of the next day's submission.
2. Office of Zoning & Development staff will conduct a review of the PLN record for completeness.
 - a. If sufficient, they will accept the information uploaded and create the corresponding Accela record. This record will show up in the Applicant's list of projects within ACA for tracking, payment, and response purposes.
 - b. If insufficient, staff will communicate additional requirements. Items can be uploaded directly to the record using the ACA portal.
3. Where fees apply, invoices are available for payment using the ACA portal, **Pay Fees** option.
4. Applications are considered complete when all fees and required documents are received.
5. Office of Zoning & Development staff will schedule the project for the next available meeting agenda and contact the applicant with further details on required public notice postings and virtual meeting procedures.

VIRTUAL MEETING DETAILS

Meetings will be held using the [Zoom virtual meeting platform](#). Instructions to join, agendas and other pertinent details will be posted and available to view on the [Board of Zoning Adjustment website](#) prior to the scheduled hearing.

For more information, contact the Office of Zoning & Development at dcpoz@atlantaga.gov.



FILE STANDARDS

All files to be in PDF format

Drawings should be drawn to scale and scale noted clearly on each page

Separate your drawing set by discipline or review type and upload individually

Any emailed documents must be less than 25mb

NAMING CONVENTION

Format for saving files: PLAN REVIEW TYPE_ADDRESS_DESCRIPTOR (IF APPLICABLE)

Plan Review type = Board of Zoning Adjustment - BZA

Example 1: BZA_I91PEACHTREEST_FLOOR8

Example 2: BZA_I91PEACHTREESTNE_PHASE3

Example 3: BZA_I91PEACHTREEST_NEWRESIDENCE

ACA PORTAL INSTRUCTIONS

[Click here for a video tutorial!](#)

1. Applicant logs into portal: https://aca-prod.accela.com/ATLANTA_GA
2. Navigate to desired submittal tab (**Planning**)
3. Select **Create Application**
4. Move through disclaimer by accepting terms and conditions
5. Expand **Digital Submissions**
6. Select **Online Application**
7. Click **Continue Application**
8. **Step 1 - Enter Information**
 - a. Enter **Address or Parcel Number** and Search: Parcel and Owner will populate based on GIS data.
 - b. Enter **Contact information**. Options to 'Select from Account' to auto-populate Accela user details or 'Add New'. Email address is required.
 - c. **Upload documents** using DCP naming convention. Multiple files can be added at a time. Application required.
 - d. Enter document details
 - e. Select **Board of Zoning Adjustment** from dropdown permit type menu
 - f. Option to add in other permit numbers.
9. Click **Continue Application**
10. **Step 2 - Review for all entered information**
11. If correct, click Continue Application
12. **Step 3 - Record Issuance**. An Accela record (PLN-online-##-#####) has been created. This does not constitute a complete submittal and Office of Zoning and Development staff will be alerted of a new application to process.

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